

**Deceased Employee**

**PA40**

**Change History**

Update the following table as necessary when this document is changed:

Date	Name	Change Description
8/16/06	Lesa Terry	Initial Draft

### **Purpose**

Use this procedure to process payments for a deceased employee.

### **Trigger**

Perform this procedure when you have received a death certificate for an employee.

### **Prerequisites**

The death date is known.

### **Menu Path**

- Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions

### **Transaction Code**

**PA40**

### **Helpful Hints**




- Related links: Office of Financial Management (OFM) Payroll Resources (#8 on page) <http://www.ofm.wa.gov/resources/payroll.asp> and Policy 25.70 Payment Methods <http://www.ofm.wa.gov/policy/25.70.htm>
- The **Personnel Administration Processor**, the **Payroll Processor**, the **Benefits Processor**, and the **Time and Attendance Processor** will use this procedure to separate an employee from their current position, terminate an employee's retirement benefits, compensate them for unused leave, delimit their personal holiday, and delete any time/compensation entries past the date of death. Each person will only see the screens allowed by their security level.
- If the employee has multiple concurrent positions they will need to be separated from each position.







- **Personnel Administration Processor** tasks:
  - Perform the separation action
- **Payroll Processor** tasks:
  - Delimit recurring payments
  - Delimit bond purchases
  - Compensate for unused leave
    - Questions to think about:
      - Is the employee entitled to an accrual?
      - Has leave been taken for the pay period?
  - Have the Time and Attendance Processor delete any time/compensation entries in CATS that were entered past the date of death.
  - PT50 and ZCAT6 should be run on the employee to make sure the employee has the correct leave balance.
- [Correct leave buyout codes reported to DRS](#)



HRMS only sends status codes *A* and *B* to DRS. Annual leave buyouts should be reported as status codes *N* for non-retirees or *T* (up to 240 hours) for retirees. Excess vacation leave cash buyouts for retirees should be reported using status code *U*. After the information is sent to DRS, you will have to go to [DRS Web-based Services](#) to logon, create and submit a report via the Web-Based Employer Transmittal (WBET) application. Change the status code on the leave buyouts to *N*, *T* or *U*. For more information on this process, see [Correct Leave Buyout Reporting To DRS](#).

- **Benefits Processor** tasks:
  - Delimit savings and miscellaneous plans.
- **Time and Attendance Processor** tasks:
  - Delete any time/compensation entries in CATS that were entered past the date of death.
  - Delete any entries past the death date from infotypes such as *Employee Remuneration Info* (2010) or *Absences* (2001).
- **General Usage:**
  - The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields.  <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.

Message Type	Description
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

## +Procedure


1. Start the transaction using the above menu path or transaction code **PA40**.

### Personnel Actions

The screenshot displays the SAP Personnel Actions (PA40) transaction. The left-hand menu shows the 'Personnel Actions' path. The main window features a table with the following columns: Action Type, Personnel no., EE group, and EE subg. The 'Separation' row is highlighted. The 'Personnel no.' field is empty, and the 'From' field is set to '01/01/2008'.

2. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. <b>Example:</b> 20000549


3. Click  (Enter) to validate the information.
4. Perform one of the following:


**Title:** Deceased Employee  
**Processes :**  
**Sub-Processes :**

HRMS Training Documents

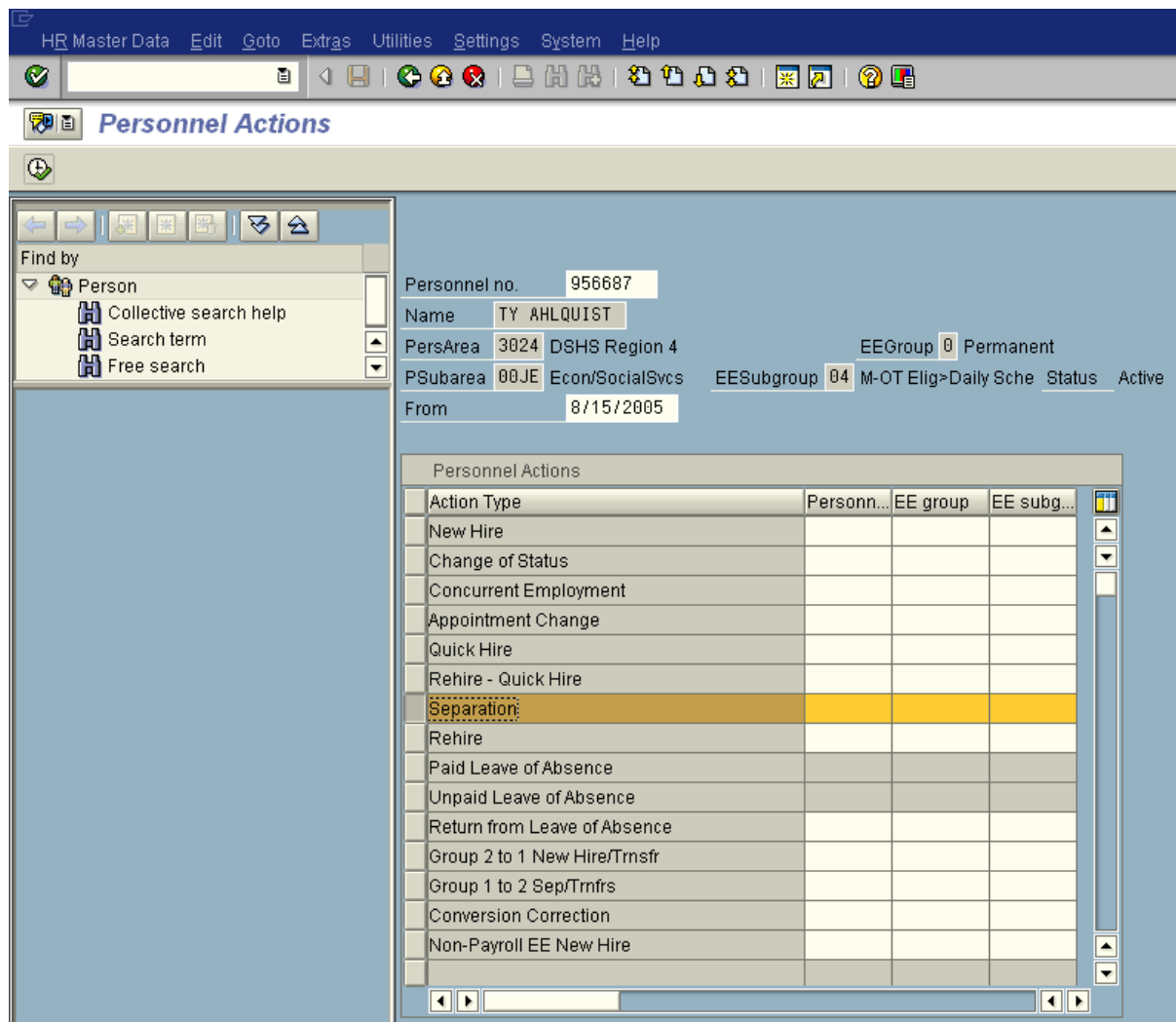
If	Go To
You are the <b>Personnel Administration Processor</b>	<a href="#">Step 5</a>
You are the <b>Payroll Processor</b>	<a href="#">Step 16</a>
You are the <b>Benefits Processor</b>	<a href="#">Step 43</a>
You are the <b>Time and Attendance Processor</b>	<a href="#">Step 52</a>

5. Complete the following fields:

Field Name	R/O/C	Description
From	R	<p>The start date for the action.</p> <p> The date for the separation action will be the day after the date entered here.</p> <p><b>Example:</b> The employee's date of death is 8/15/2005. Enter 8/16/2005 in the <b>From</b> field.</p>

6. Click  (Enter) to validate the information.

## Personnel Actions



HR Master Data Edit Goto Extras Utilities Settings System Help


**Personnel Actions**

Find by  
 Person  
 Collective search help  
 Search term  
 Free search

Personnel no. 956687  
 Name TY AHLQUIST  
 PersArea 3024 DSHS Region 4  
 EEGroup 0 Permanent  
 PSubarea 00JE Econ/Social Svcs  
 EESubgroup 04 M-OT Elig>Daily Sche  
 Status Active  
 From 8/15/2005

Action Type	Personn...	EE group	EE subg...
New Hire			
Change of Status			
Concurrent Employment			
Appointment Change			
Quick Hire			
Rehire - Quick Hire			
<b>Separation</b>			
Rehire			
Paid Leave of Absence			
Unpaid Leave of Absence			
Return from Leave of Absence			
Group 2 to 1 New Hire/Trnsfr			
Group 1 to 2 Sep/Trnfrs			
Conversion Correction			
Non-Payroll EE New Hire			

Execute

7. Click the gray box to the left of **Separation**.
8. Click  (Execute) to begin the separation action.

## Copy Actions

Infotype Edit Goto Extras System Help

### Copy Actions (0000)

Pers.No.   
 Name   
 PersArea  DSHS Region 4      EEGroup  Permanent  
 PSubarea  Econ/Social Svcs      EESubgroup  M-OT Elig>Daily Sche      Status   
 Start  to

**Personnel action**  
 Action Type   
 Reason for Action ☒

**Status**  
 Employment

**Organizational assignment**  
 Position  Kimiko Kuei  
 Personnel area  DSHS Region 4  
 Employee group  Permanent  
 Employee subgroup  M-OT Elig>Daily Sche

**Additional actions**

Start Date	Act.	Action type	ActR	Reason for acti

9. In the **Reason for Action** field, click (Matchcode) to open the selection list.



## Reason for Action

Reason for Action (1) 35 Entries Found

Restrictions


Action Type: U5  
Name of action type: Separation

Ac...	Name of reason for action
01	Abandonment of Position
02	Career Seasonal Layoff 3-9 Mon
03	Career Seasonal Layoff 9 + Mon
04	Death
05	Disability Separation-Voluntar
06	Disability Separation-Invol.
07	Dismissal
08	Emergency Apptmt Separation
09	Erroneous Apptmt/Certification
10	Exempt Separation
11	Failed to Comply W/Union Shop
12	FMLA New Born Child Care
13	Formal Union Layoff
14	Intermittent Separation
15	Moving from Vicinity
16	Non-Disciplinary Separation
17	Not Meeting Condition of Emplo
18	Probationary Separation
19	Project Apptmt Separation
20	Resign - Illness
21	Resign - Other
22	Resign With RIF Rights
23	Retirement
24	Retirement With RIF Rights
25	Reversion Out to Register

35 Entries Found

10. Click the appropriate reason to select (04 Death).

11. Click  (Copy) to accept.

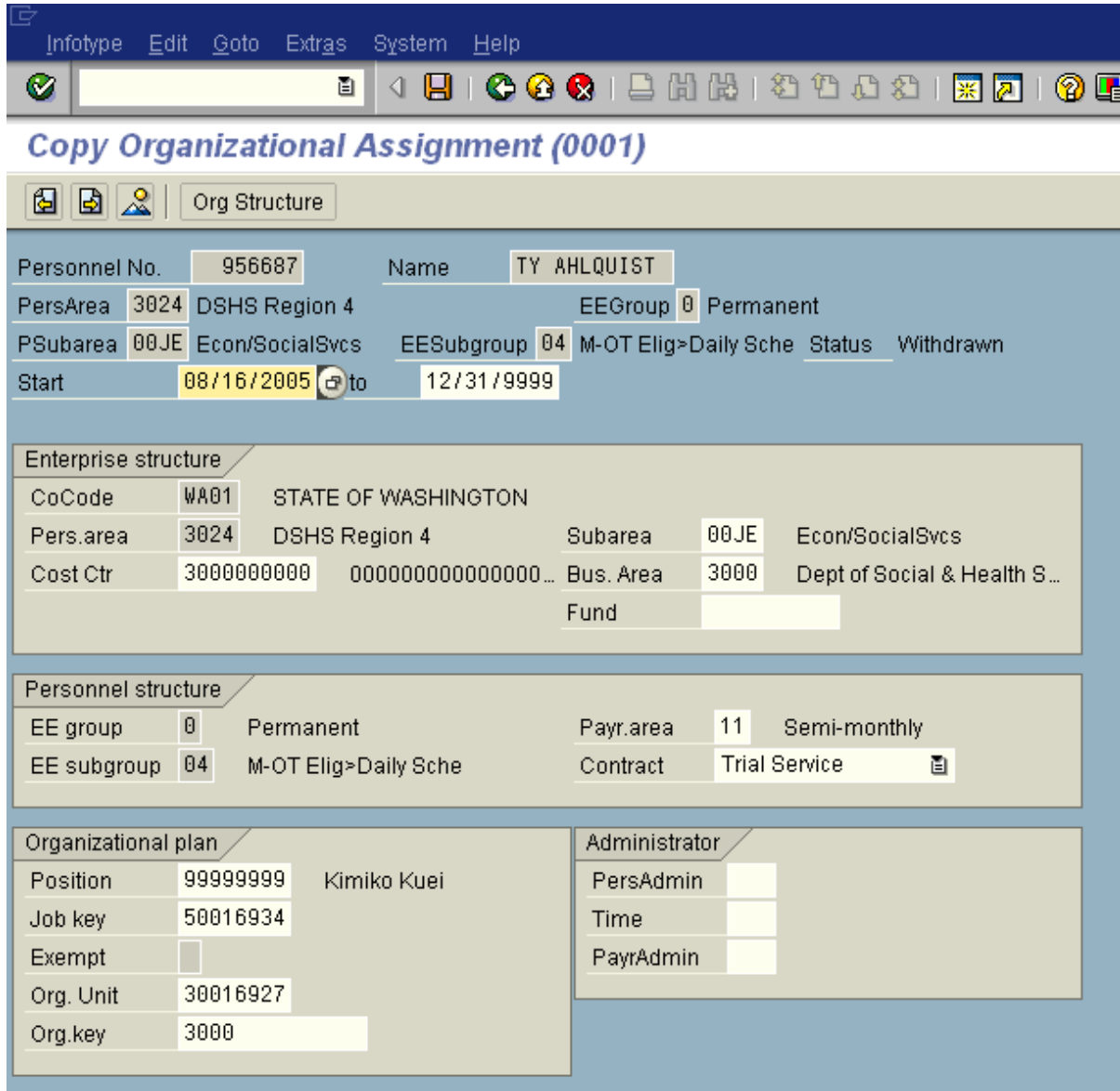
12. Click  (Enter) to validate the information.

13. Click  (Save) to save.



If a **Create Vacancy** screen or **Delimit Vacancy** displays. Click  to proceed.

## Copy Organizational Assignment



The screenshot shows the SAP 'Copy Organizational Assignment (0001)' screen. At the top is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title 'Copy Organizational Assignment (0001)' is displayed in blue. The screen is divided into several sections: 'Org Structure' at the top, followed by 'Enterprise structure', 'Personnel structure', and 'Organizational plan' on the left, and 'Administrator' on the right. Each section contains input fields for various organizational data points.


Org Structure	
Personnel No.	956687
Name	TY AHLQUIST
PersArea	3024 DSHS Region 4
EGroup	0 Permanent
PSubarea	00JE Econ/SocialSvcs
EESubgroup	04 M-OT Elig>Daily Sche
Status	Withdrawn
Start	08/16/2005 to 12/31/9999

Enterprise structure	
CoCode	WA01 STATE OF WASHINGTON
Pers.area	3024 DSHS Region 4
Subarea	00JE Econ/SocialSvcs
Cost Ctr	3000000000 0000000000000000...
Bus. Area	3000 Dept of Social & Health S...
Fund	

Personnel structure	
EE group	0 Permanent
Payr.area	11 Semi-monthly
EE subgroup	04 M-OT Elig>Daily Sche
Contract	Trial Service

Organizational plan	
Position	99999999 Kimiko Kuei
Job key	50016934
Exempt	
Org. Unit	30016927
Org.key	3000

Administrator	
PersAdmin	
Time	
PayrAdmin	

14. Click  (Enter) to validate the information.

15. Click  (Save) to save.

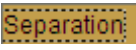



For the **Personnel Administration Processor**, this marks the end of the Separation action. After saving, end the transaction and transfer the information to the **Payroll Processor** who will complete the next steps.



The **Payroll Processor** will need to verify and correct quota balances before starting their portion of the separation action.

The **Payroll Processor** will complete the following steps:

16. Click the gray box to the left of .

17. Click  (Execute) to begin the separation action.

## Copy Actions

**Copy Actions (0000)**

Execute info group   Change info group

Pers.No. 956687  
Name TY AHLQUIST  
PersArea 3024 DSHS Region 4   EEGroup 0 Permanent  
PSubarea 00JE Econ/Social Svcs   EESubgroup 04 M-OT Elig>Daily Sche   Status Active  
Start 08/16/2005 to 12/31/9999

**Personnel action**  
Action Type Separation  
Reason for Action ☒


**Status**  
Employment Withdrawn


**Organizational assignment**  
Position 99999999 Kimiko Kuei  
Personnel area 3024 DSHS Region 4  
Employee group 0 Permanent  
Employee subgroup 04 M-OT Elig>Daily Sche

**Additional actions**

Start Date	Act.	Action type	ActR	Reason for acti

18. Click Execute info group.

19. An information pop up box will appear informing you that "This entry will delete a record." Click  (Enter) to continue.

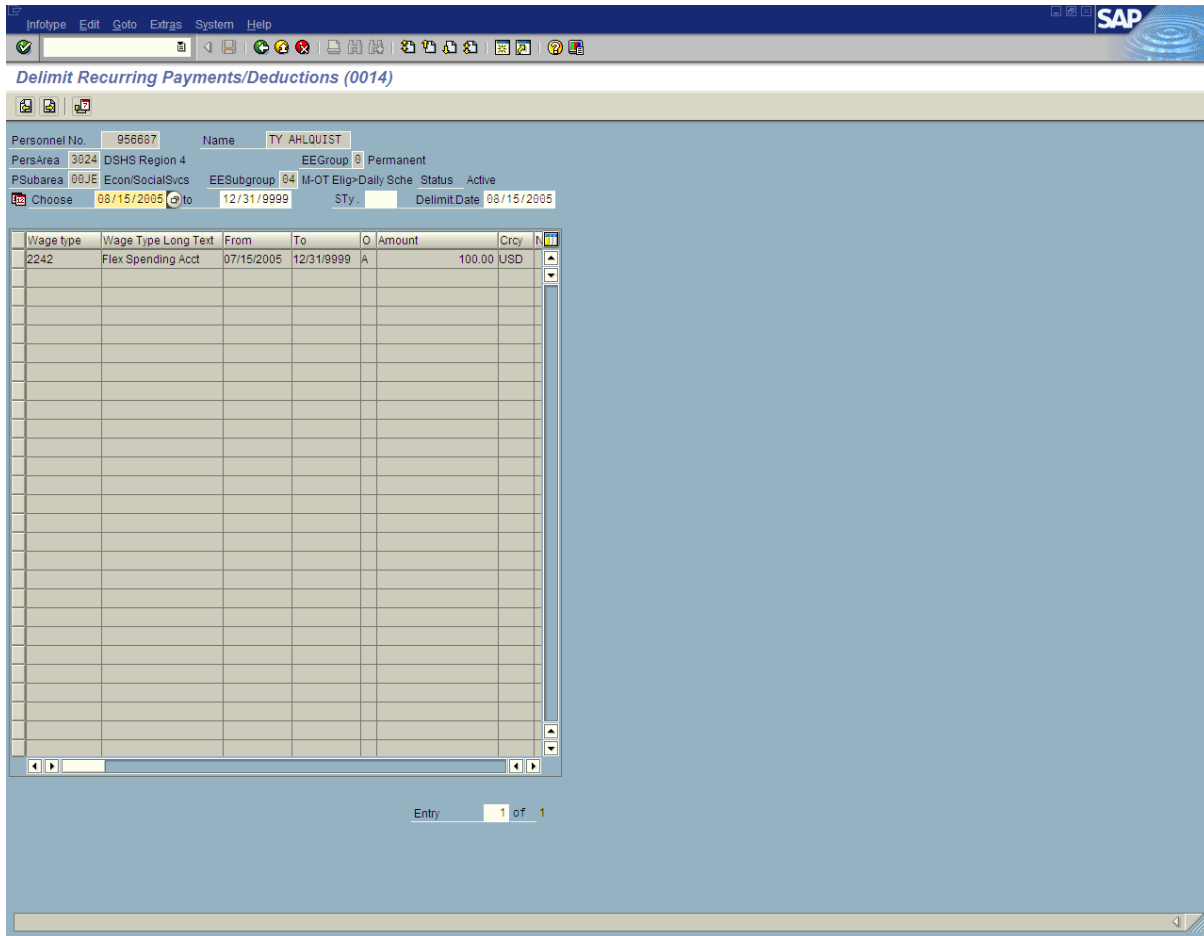
20. An Execute info group pop up box will appear informing you that "Warning: Personnel action infotype not saved with 'execute info group' function! Click  Continue



The **Personnel Processor** has already saved this infotype so it is ok to continue.

21. Click  (Next Record) until you reach Delimit Recurring Payments/Deductions.

### Delimit Recurring Payments/Deductions



The screenshot shows the SAP 'Delimit Recurring Payments/Deductions (0014)' screen. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area displays the following data:

Personnel No.	Name	PersArea	EESubgroup	EEGroup	Permanent	PSubarea	Econ/Social Svcs	M-OT Elig-Daily Sche	Status	Active	Choose	DelimitDate
956687	TY AHLQUIST	3024	DSHS Region 4	04	Permanent	00JE	Econ/Social Svcs	12/31/9999	Active			08/15/2005


Below the data table is a large grid for delimiting payments or deductions. The grid has columns for 'Wage type', 'Wage Type Long Text', 'From', 'To', 'O', 'Amount', 'Crcy', and 'In'. The first row shows a payment of 100.00 USD for 'Flex Spending Act' from 07/15/2005 to 12/31/9999. The grid is currently empty for delimiting.

At the bottom of the screen, there is a status bar showing 'Entry 1 of 1'.


22. Click the gray box to the left of the payment or deduction to delimit. If there are multiple payments or deduction to delimit, they may all be selected at this time and this will delimit everything in one step.



24. As required, complete/review the following field:

Field Name	R/O/C	Description
Delimit. Date	R	<p>The date when the action should end;</p> <p> You will need to verify if the employee had enough money taken out to purchase the final bond. If there is a residual, this will need to be refunded to the employee. Create a one time payment to the employee using Additional Payments (0015) infotype and selecting Wage type 4116 Refund amt – Bond.</p>

25. Click the gray box to the left of the record to delimit.

26. Click  (Delimit) to assign the delimitation date to the record.

### Subtypes for infotype "Time Quota Compensation"

Subtypes for infotype "Time Quota Compensation" (1) 18 Entries Found			
Restrictions			
ESG	PSG	Comp.meth.	Description
2	10	1000	Free compensation
2	10	1001	Vacation Payout
2	10	1002	Sick time payout
2	10	1003	Personal Time Off payout
2	10	1004	Floating Holiday payout
2	10	1005	Overtime Comp Time Payout
2	10	9001	Sick Leave Buyout - Tax
2	10	9002	Sick Leave Buyout -No Tax
2	10	9003	Annl Leave Buyout-Ret
2	10	9004	Annl Leave Buyout -No Ret
2	10	9006	Comp Time Buyout
2	10	9007	Sick Leave Buyout - VEBA
2	10	9008	Comp Time Buyout-No Ret
2	10	9009	Holiday Credit Buyout WSP
2	10	9010	Settl Lv Buyout WSP-NoRet
2	10	9011	Settl Lv Buyout WSP-Ret
2	10	9012	Hol. Cr. Buyout WSP-NoRet
2	10	9999	YTD Sick Lv Taken - Conv

18 Entries Found

27. Click the appropriate compensation method to select.



Before processing the buy-out for the employee, verify all leave was entered and hours worked in CATS. Run the ZCAT6 transaction to update HRMS. If the employee did not receive their accruals and is entitled, create a Quota Correction for the employee.

28. Click  (Copy) to accept.



## Create Time Quota Compensation

**Create Time Quota Compensation (0416)**

Personnel No. 956657 Name TY AHLQUIST

PersArea 3024 DSHS Region 4 EGroup 0 Permanent

PSubarea 00JE Econ/Social Svcs EESubgroup 04 M-OT Elig-Daily Sche Status Active

Start 08/15/2005

Comp. method 9004 Annl Leave Buyout-No Ret

**Compensation specifications**

Time quota type 00

Compensation rule 031 Annual Holiday/Vacation

No. to compensate

☐ Do not account

**Absence quotas**


ATy	Quota text	Entitl	Unit	Comp.	Rem.	WT	Amount	Curr...	Deduction...	Deduction to	Quota counter
30	Sick Leave	170.70000	Hours	0.00000	170.70000		0.00		<input type="checkbox"/>	07/15/2004 12/31/9999	00000000001514692006
31	Annual Leave/Vacation	170.20000	Hours	0.00000	170.20000		0.00		<input type="checkbox"/>	07/15/2004 12/31/9999	00000000001514782006
42	Personal Holiday - Shift	1.00000	Days	0.00000	1.00000		0.00		<input type="checkbox"/>	07/15/2004 12/31/2004	00000000001514862006


29. Click the gray box to the left of the quota to compensate.



Verify the start date is the actual date of the death.

30. In the **No. to compensate** box, enter the number of hours to compensate for the leave type chosen.

31. On the toolbar, click  **Compensate** to process the compensation.

32. Click  (Enter) to validate the information.

33. Click  (Save) to save.




You can only buyout one type of quota during the PA40 action. If an employee has additional quota balances to buy out, you will do this at the end of the PA40 action.



This completes the payroll portion of the PA40 action. There following infotypes will be updated using PA30 Maintain HR Master Data.

34. Click  (Back) to return to the PA40 Actions screen. Type /nPA30 into the command field.


35. Click  (Enter) to validate the information.

36. Click the **Payroll** tab.

## Maintain HR Master Data

The screenshot shows the SAP HR Master Data maintenance interface. The top bar includes the SAP logo and menu options: HR master data, Edit, Goto, Extras, Utilities, Settings, System, Help. Below the bar is a toolbar with icons for search, save, and other functions. The main window is titled 'Maintain HR Master Data'. On the left, there is a 'Find by' section with options: Person, Collective search help, Search term, and Free search. The main area displays employee data for 'TY AHLQUIST' with personnel number '956687'. The data is organized into tabs: Basic Personal Data, Payroll, Benefits, Time Recording, and Addtl. Person... The 'Payroll' tab is active, showing a list of payroll-related items with checkboxes for selection. The 'Payroll Status' item is highlighted. To the right of the list, there is a 'Period' section with radio buttons for selecting the period (Today, All, From curr. date, Up to Today, Current Period, Curr. week, Current month, Last week, Last month, Current Year). A 'Choose' button is also present. At the bottom, there is a 'Direct selection' section with fields for 'Infotype' and 'Sty'.

37. Click the gray box to the left of **Payroll Status**.

38. Click  (Change) to change the record.

## Change Payroll Status

**Change Payroll Status (0003)**

Personnel No. 956657 Name TY AHLQUIST  
 EE group 0 Permanent Personnel ar 3024 DSHS Region 4  
 EE subgroup 04 M-OT Ellig>Daily S... SSN 516-86-5186 Status Active  
 Chng 06/03/2005 KATHYH

**Payroll/retroactive accounting**  
 Earl.pers. RA date 07/16/2004 Accounted to 07/31/2004  
 Run payroll up to 9/26/2005 Earliest MD change 07/15/2005  
 Do not account after Mast.data chng.bonus 07/15/2005 Bonus Info


☐ Pers.no.locked ☐ Payroll correction

**Time evaluation**  
 Earl.pers.rec.date Pers.calendar from  
 PDC recalculation 07/16/2004  
☐ PDC error indicator

**Other data**  
 Initial input 11/05/2004 10:37:17

39. Complete the following field:

Field Name	R/O/C	Description
Run payroll up to	R	The date of the last payroll for the deceased employee. <b>Example:</b> 9/26/2005


40. Click  (Enter) to validate the information.

41. Click  (Save) to save.

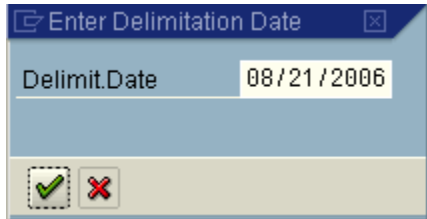
42. Click the gray box to the left of **Bank Details**.



If the employee's paycheck is automatically deposited (ACH) with their financial institution, their *Bank Details* (0009) infotype needs to be delimited. This will cause a warrant to be printed for the final payment. If the employee already receives a warrant skip ahead to step 47.

43. Click  (Delimit) to assign an end date to the Bank Details (0009) infotype.

#### Enter Delimitation Date




44. Enter the date of death for the employee plus one day.



For example, the employee's date of death is 8/20/2006, enter the delimit date of 8/21/2006.


45. Click  (Continue) to continue.

46. Click  (Save) to save.





When an employee dies, their wages are subject to social security and Medicare taxes. The following will make the deceased employee exempt from Federal withholdings.


47. Click the gray box to the left of Withholding Info W4/W5 US.

48. Click  (Copy) to copy and continue

## Change Withholding Info W4/W5 US


49. Complete the following fields:

Field Name	R/O/C	Description
Start	R	<p>The start date of the record.</p> <p> Enter the first day of the current pay period. This will be either the 1<sup>st</sup> or 16<sup>th</sup>.</p> <p><b>Example:</b> The employee died on March 20. Enter March 16 as the start date.</p>
To	R	<p>The end date of the record.</p> <p> Enter the date of death for the employee.</p>

50. Click in the **Tax Exempt Indicator** field and the click  (Matchcode) to open the selection list.


### Tax exemption indicator


Tax Exempt Indica...	Short text
Y	Exempt, not reportable
R	Exempt, reportable
X	Exempt, partly reportable
X	Not exempt

51. Click on **Y** to select and click  (Continue) to continue.



Using **Tax Exempt indicator Y** will make the wages exempt from taxation and not reportable to the IRS.  
Using **Tax Exempt indicator R** will make the wages exempt from taxation and earnings are reported to the IRS.

52. Click  (Enter) to validate the information.

53. Click  (Save) to save.



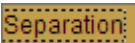
If payment is made in the year after the date of death, will need to establish the Fed Sub type excluding the OASI and Medicare from EE and ER.






For the **Payroll Processor**, this marks the end of the Separation action. After saving, end the transaction and transfer the information to the person who sets up employee benefits in HRMS (Retirement). This role is the **Benefits Processor**. This could be the **Payroll Processor, Personnel Processor that also the role of Benefits Processor** who will complete the next steps.

The **Benefits Processor** will complete the following steps using the PA40 transaction code:

54. Click the gray box to the left of .

55. Click  (Execute) to begin the separation action.

## Copy Actions

**Copy Actions (0000)**

Execute info group   Change info group

Pers.No. 956687  
 Name TY AHLQUIST  
 PersArea 3024 DSHS Region 4   EEGroup 0 Permanent  
 PSubarea 00JE Econ/Social Svcs   EESubgroup 04 M-OT Elig>Daily Sche   Status Active  
 Start 08/16/2005 to 12/31/9999

**Personnel action**  
 Action Type Separation  
 Reason for Action ☒


**Status**  
 Employment Withdrawn


**Organizational assignment**  
 Position 99999999 Kimiko Kuei  
 Personnel area 3024 DSHS Region 4  
 Employee group 0 Permanent  
 Employee subgroup 04 M-OT Elig>Daily Sche

**Additional actions**

Start Date	Act.	Action type	ActR	Reason for acti


56. Click Execute info group.

57. An information pop up box will appear informing you that "This entry will delete a record." Click  (Enter) to continue.

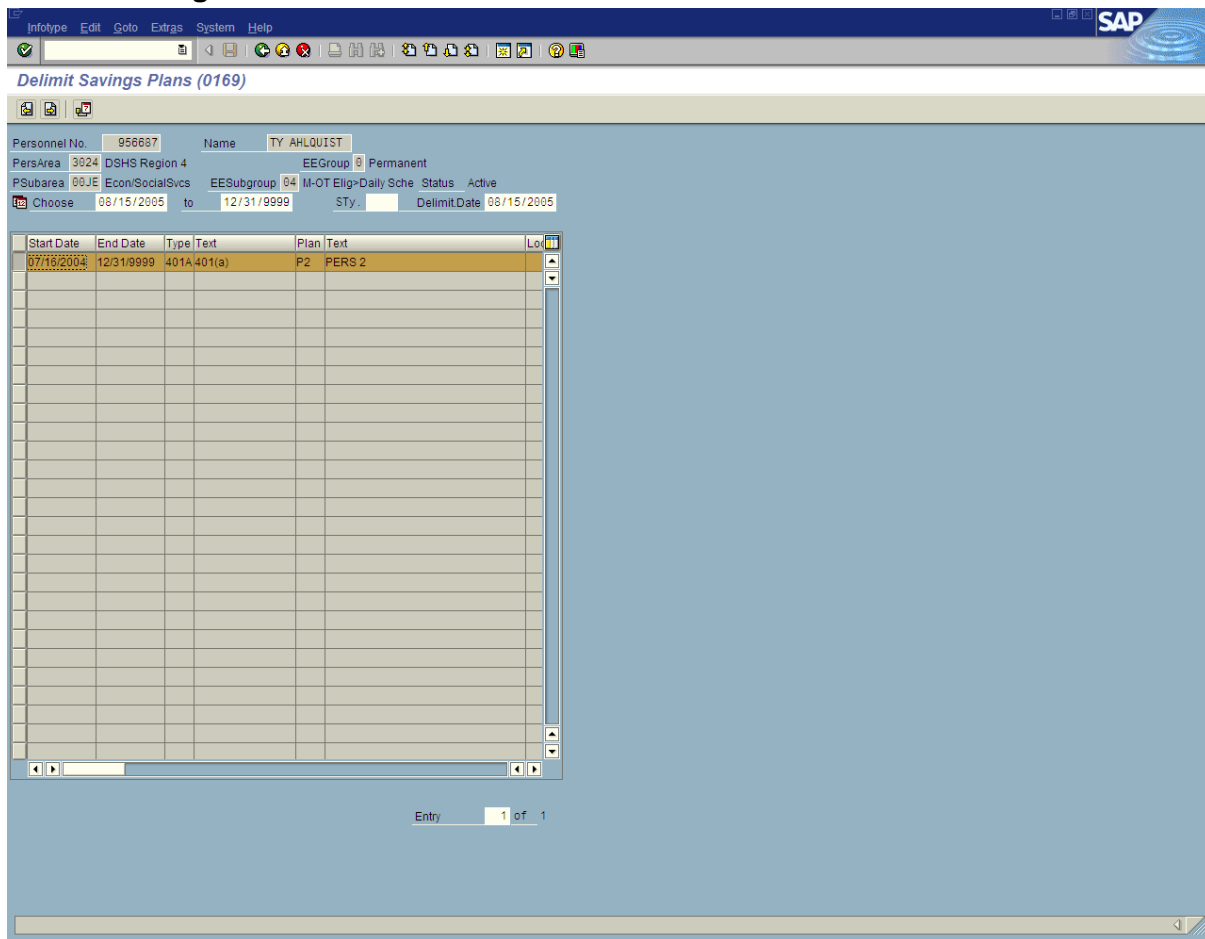
58. An Execute info group pop up box will appear informing you that "Warning: Personnel action infotype not saved with 'execute info group' function! Click  Continue



The Personnel Processor has already saved this infotype so it is ok to continue.

59. Click  (Next Record) until you reach Delimit Savings Plans.

### Delimit Savings Plans



The screenshot shows the SAP 'Delimit Savings Plans (0169)' screen. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains a form with the following fields:


- Personnel No.: 956687
- Name: TY AHLQUIST
- PersArea: 3024 DSHS Region 4
- EEGroup: 8 Permanent
- PSubarea: 00JE Econ/Social Svcs
- EESubgroup: 04 M-OT Elig-Daily Sche
- Status: Active
- Choose: 08/15/2005 to 12/31/9999
- STy.:
- DelimitDate: 08/15/2005

Below the form is a table with the following columns: Start Date, End Date, Type Text, Plan Text, and Lo. The table contains one row of data:


Start Date	End Date	Type Text	Plan Text	Lo
07/18/2004	12/31/9999	401A401(a)	P2 PERS 2	

At the bottom of the screen, there is a status bar that says 'Entry 1 of 1'.

60. Complete the following fields:

Field Name	R/O/C	Description
Delimit Date	R	The Delimit Date.  Savings should have an end date of the last day of the period therefore the delimit date will always be either the 16 <sup>th</sup> or the 1 <sup>st</sup> .

61. Click the gray box to the left of the plan(s) to delimit. If there is other savings plans (i.e. deferred compensation) select all plans and this will delimit everything in one step.

62. Click  (Delimit) to complete the transaction.



Health Insurance will need to be terminated in the PAY1 system. Use the A.41 screen and enter a 'N' in the **ELIG CODE** field and in the **ELIG EFF DATE** field enter **the last day of the month** in which the employee last had eight hours of pay status. Press F10 to update.

PAY1 will update HRMS with the delimit date.



For the **Benefits Processor**, this marks the end of the Separation action. After saving, end the transaction and transfer the information to the **Time and Attendance Processor** who will complete the next steps.

- The **Time and Attendance Processor** will complete the following steps:

63. If time/compensation entries were made in advance into infotypes such as *Employee Remuneration Info* (2010) or *Absences* (2001) these records should be deleted.

64. If time/compensation entries were made in advance in CATS for this employee, go to CATS (**InCAT2**) and delete any entries past the death date.

65. You have completed this transaction.

## Result

You have successfully separated a deceased employee, terminated any recurring payments, delimited their retirement benefits, compensated them for unused leave, and deleted any time/compensation entries past the death date.